

**CENTER FOR STUDENT SUCCESS - REGISTRAR  
PARENT REQUEST FOR VERIFICATION**



Personal information <i>(please print)</i>				
<b>STUDENT -</b>	Last	First	MI	Student phone or e-mail
<b>PARENT -</b>	Last	First	MI	Student ID <i>(if known)</i>
Signature	I hereby acknowledge that the student named above is my dependant, as defined by the IRS			Parent e-mail
				Parent phone
<b>X</b>				

Information to be included in an official letter						
<p>Standard student verification requests will include:</p> <table border="0"> <tr> <td>1) Name and date of birth</td> <td>3) Semester dates</td> <td>5) Past/current registration</td> </tr> <tr> <td>2) Major</td> <td>4) Credits completed</td> <td>6) Full time/part time status</td> </tr> </table> <p>Standard verification requests can be fulfilled next-day. Additional information may be requested and may take 1-3 business days. Additional information may be noted here:</p> <p>_____</p> <p>_____</p> <p>_____</p>	1) Name and date of birth	3) Semester dates	5) Past/current registration	2) Major	4) Credits completed	6) Full time/part time status
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Delivery method
<p>Select <b>one</b> delivery method:</p> <p><input type="checkbox"/> Office pick up</p> <p><input type="checkbox"/> Mail</p> <p><input type="checkbox"/> E-mail</p> <p><input type="checkbox"/> Fax</p> <p><b>Send to</b> _____</p> <p><b>Company</b> _____</p> <p>_____</p> <p>_____</p> <p>_____</p>

Submission Information						
<table border="0"> <tr> <td><b>Fax</b> 616-526-8513</td> <td><b>Mail</b> Center for Student Success - Registrar</td> </tr> <tr> <td><b>E-mail</b> <a href="mailto:successcenter@calvin.edu">successcenter@calvin.edu</a></td> <td>3201 Burton St SE</td> </tr> <tr> <td><b>Phone</b> 616-526-6155</td> <td>Grand Rapids MI, 49546</td> </tr> </table>	<b>Fax</b> 616-526-8513	<b>Mail</b> Center for Student Success - Registrar	<b>E-mail</b> <a href="mailto:successcenter@calvin.edu">successcenter@calvin.edu</a>	3201 Burton St SE	<b>Phone</b> 616-526-6155	Grand Rapids MI, 49546
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Office Use					
Rec'd	Date	Initial	Sent	Date	Initial Notes